



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Associate Treasury Program Officer
Staff Services Analyst
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$4400 - \$5348 Assoc. TPO
\$2817 - \$4446 SSA

Recruiting at both levels

DUTIES:

Under the general direction of the Treasury Program Manager I, Pledge Securities Clearance unit, the incumbent exercises independent judgment in performing more complex analytical and research duties related to the unit's responsibilities as legal custodian for securities pledged or held for safekeeping for various departments. Responsible for independently developing, transmitting, and reconciling transactions to ensure companies, financial institutions and contractors are meeting California's legal requirements as specified by law. Works independently with departments, brokers, financial institutions and companies to research and resolve routine and technically difficult security transaction and delivery problems. Provides analytical support including research and analysis for various security clearance functions and policy issues.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Ensure pledged levels are in full compliance with California legal requirements in order to protect state interests.
- Independently responsible for performing complex activities associated with the purchase, sale and redemption of securities held for pledge or safekeeping purposes for various departments.
- Independently research new security types and market values through a variety of sources including, Bloomberg, the Internet, and financial institutions.
- Communicate with Citibank to open, update, or close accounts.
- Process security transactions accurately and timely, provide brokers with delivery instructions, and transmit the completed transaction to the Treasurer's Custodian Bank, the State Treasurer's Office (STO) Vault and the other financial institutions to ensure they are processed within prescribed timeframes and settled before the market deadline.
- Balance the assigned accounts on a daily basis to ensure its integrity and file all completed documents in appropriate account folders.
- Interpret laws, regulations, and other legal documents.
- Acquire a fully executed tri-party safekeeping agreement between the owner bank, the STO and the chosen depository bank for all participants in the Department of Financial Institutions Program.
- Monitor redeemed and called securities and ensures they are replaced or released appropriately.
- Responsible for tracking earnings credit on cash balances held with Custodian Bank for matured or called securities and returned interest payments.

DESIRABLE QUALIFICATIONS:

- Ability to communicate effectively
- Ability to establish and maintain cooperative working relationships
- Ability to work under pressure and handle multiple priorities
- Computer skills
- Courtesy and tact
- Good work habits and dependability

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as an Associate Treasury Program Officer or Staff Services Officer.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-620-4223-003" or "820-620-5157-xxx" next to the classification on your application/resume, i.e., Associate Treasury Program Officer (820-620-4223-003) or Staff Services Analyst (820-620-5157-xxx". Please provide proof of eligibility for admittance to the Staff Services Analyst (SSA) examinations, i.e., college degree or transcript of completed number of units required for admittance to the exam.

FINAL FILING DATE:

Applications will be accepted **until filled**.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

